



# WISCONSIN DEPARTMENT OF CORRECTIONS

Governor Tony Evers / Secretary Kevin A. Carr

## Division of Adult Institutions

### MEMORANDUM

Date: July 8, 2021

To: Friends and Family of Persons in Our Care (PIOC)

From: Warden Cheryl Eplett

Subject: Operational Updates

Beginning July 9th, 2021, OSCI will resume in-person visits. There are modifications to how visits will be conducted based on COVID-19 pandemic and current CDC guidelines for congregate living situations. Administrative Rules remain suspended. The Visiting Room has been set up to ensure proper social distancing between tables. The following is a list of guidelines:

#### General Population Visiting

- ✓ Visitors may begin to pre-schedule these visits beginning June 16, 2021 at 0900 am.
- ✓ Visitors may request a scheduled visit using the same email address as used for ZOOM Visits. The email address is: [DOCDIOSCIZoomVisits@wisconsin.gov](mailto:DOCDIOSCIZoomVisits@wisconsin.gov)
- ✓ Visitors must specify in their email **subject line** if they wish to have a ZOOM visit or an IN-PERSON visit.
- ✓ Two in-person visits (2 hours in length) will be allowed per PIOC per week as time and space allows.
- ✓ One ZOOM visit (1 hour) will be allowed per PIOC per week as time and space allows.
- ✓ Visits (ZOOM and in-person) must be scheduled at least two business days in advance.
- ✓ Only approved visitors scheduled will be allowed to attend the visit. If a visitor arrives at the institution on the day of the visit and was not pre-scheduled or included in the email, the visitor will not be allowed to visit.
- ✓ Visits will be limited to a maximum of three visitors per visit. One of the visitors must be an adult.
- ✓ Visitors will be required to pass a COVID-19 screening procedure for temperature and symptoms prior to being allowed to enter the visiting area. Masks are mandatory for all visitors ages 2 and up. Those unable to wear a mask due to medical issues will be required

to complete a DOC-2424 and have it sent from a medical provider; otherwise, entrance to the institution may be denied.

- ✓ Brief hugs at the beginning and the end of the visit are allowed; kissing is not allowed. Hand holding will not be allowed. Children will not be permitted to sit on the laps of PIOC.
- ✓ The Training Kitchen will not be available to order food. Soda machines will be available. Drinks shall not be shared between visitors or PIOC.
- ✓ All visiting rules apply — including visiting lists and appropriate apparel.

### **General Population Visiting Hours (In Person)**

- ✓ Monday through Thursday                      3:00 pm to 9:00 pm
- ✓ Saturday and Sunday                              8:00 am to 4:00 pm
- ✓ Holidays    8:00 am to 4:00 pm

### **General Population Visiting Hours (ZOOM)**

- ✓ Monday through Thursday                      8:00 am to 2:00 pm
- ✓ Fridays     1:00 pm to 8:00 pm

### **Restrictive Housing Visiting**

- ✓ Visiting hours will be offered on a limited basis.
- ✓ Only ZOOM visits will be allowed for Restrictive Housing PIOC.

### **Additional information**

1. All visitors entering the institution will have their temperatures taken by staff and will be screened for COVID symptoms following DOC guidelines.
2. Visitors may enter no earlier than 10 minutes prior to scheduled visit.
3. Per DOC guidelines, all visitors age two and above are required to wear a mask for the duration of the visit. Gaiters, vented face masks and face shields are not acceptable forms of face coverings.
4. PIOC are required to wear a mask for the duration of the visit.
5. No sharing of food or drinks between visitors and PIOC.
6. Brief hugs are allowed at the beginning and end of visit; kisses are not allowed.
7. Hand holding and sitting on laps is not allowed.
8. Chairs and tables have been strategically placed to maximize capacity while following social distancing requirements; please do not move them.
9. All chairs, tables and touchable surfaces will be sanitized between visits.
10. Conversation during visits should be held to a normal tone of voice as to not disturb others.
11. Refusal to comply with visiting rules may result in ending the visit and suspension of future visits.